

A - STORAGE OF CLASSIFIED DOCUMENTS (including secretarial notes, carbons and stencils)

TOP SECRET AND SECRET DOCUMENTS will be stored in safes FIRE RESISTANT or fireproof safe type file cabinets with not less than 3 way built in combination locks.

CONFIDENTIAL DOCUMENTS, NOT REGISTERED may be stored in ordinary steel lock files equipped with vertical steel bars with combination type padlocks, if combination safes or safe type file cabinets are not available.

RESTRICTED DOCUMENTS, NOT REGISTERED should be stored in ordinary steel lock file cabinets, but they may be kept in desks, cabinets or other storage places where they will be out of view.

REGISTERED DOCUMENTS, irrespective of classification, will be stored in combination safes or safe type file cabinets.

ARMED GUARD. In certain unusual circumstances, or if, for operational reasons, it is not possible to apply the foregoing storage requirements, arrangements may be made, subject to the approval of the Security Officer, CIG., to safeguard the documents under armed guard, when not in use.

(Continued)

B - GENERAL

The safekeeping of classified documents is of prime importance. The foregoing storage requirements, prescribed for the various security classifications, must be strictly adhered to. Documents classified above RESTRICTED will not be kept in locked desks or other substitutes, nor will they be left ~~alone~~ <sup>UNPROTECTED</sup> at any time. Classified material will not be taken home. All work thereon must be performed in the office where it can be fully protected. Precautions should be taken to prevent unauthorized persons from seeing classified documents while work is being performed on them.